

## **MEETING ROOM RESERVATION RULES FOR THE HARRISON COMMUNITY CENTER**

1. Evening Hours Reservations are available from 6:00 to 8:45 P.M. Monday, Tuesday, Wednesday, Thursday. No reservations may be made for Fridays or weekends.
2. Meeting rooms may be used by non-profit organization for purposes that adhere to state law and local ordinances. A completed reservation sheet must be signed and returned at least one week prior to the meeting. If the City is not notified of cancellation 24 hours prior to the event, your organization will lose future use of the building.
3. During restricted COVID-19 period uses, the spaces available for reservations will be Room 110 for groups up to 8; the Multi-Purposes Room for groups up to 32; and the North Conference Room (NCR #119) for groups up to 16. The Multi-Purpose Room and room 110 are not available on Tuesday evenings. A Supplemental Use Agreement must be completed for the group to accept all County and State of Ohio COVID guidelines and risks.
4. The Building is Closed from 4:30 to 6:00 P.M. No one will be allowed in before 6:00 p.m. and No set-ups permitted before that time – NO EXCEPTIONS. Building will open 15 minutes before meetings.
5. There are no evening events on Tuesdays or Fridays. Evening Events run from 6:00 To 8:45 P.M. Monday Everyone is to be out of the building by 8:45 P.M. It is your responsibility to make sure everyone in your group is out by that time.
6. No Alcoholic beverages will be permitted in the building & no food is allowed in Room 110. THE SENIOR KITCHEN IS OFF LIMITS TO ALL ORGANIZATIONS. Any group using the building shall be responsible for their area is cleaned and returned to the arrangement at the time of arrival.
7. When a group makes arrangements to use a meeting space they are to use their designated space only. Each group shall see that its members do not go into other areas of the building. "Doors are to remain shut as to not interfere with other meetings. Children must stay in the space reserved. No children are allowed in lobby, hallways pr restrooms without an adult.
8. Any group failing to comply with the above rules will lose future reservation privileges.
9. Condo & homeowner Associations will only be allowed to hold one meeting per year at the Community Center.